

**ADDENDUM\* To**  
**National School Lunch and Breakfast Programs Agreement and**  
**Policy Statement for Free and Reduced Price Meals**

**Web-based Free and Reduced-Price Meal Applications**  
**For Determination of Eligibility of Students**

In order to reduce paperwork, and provide students access to meals based on Free or Reduced-Price Eligibility Status, the \_\_\_\_\_ School District/Local Education Agency (LEA) # \_\_\_\_\_ will implement an **On-line Free and Reduced Meal Application** process that meets all the federal and state requirements as web-based in Title 7 Code of Federal Regulations (CFR) Parts: 15, 210, 220, 245, and Title 2 CFR 200.

This addendum is part of the Arkansas Department of Education (ADE) Child Nutrition Unit (CNU) and School District/LEA Renewal Agreement and Policy Statement for school year 2017-2018. The LEA accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The LEA is responsible for providing a copy of the Policy Statement for Free & Reduced Price Meals to all personnel responsible for free and reduced price meal policies and procedures. It is the responsibility of the LEA to train all personnel including the technology support personnel associated with the on-line or web-based Meal Application process with regard to compliance issues and confidentiality regulations in Sections of the LEA's Original Policy Statement:

- I. Free Meals
- II. Reduced Price Meals
- III. Limit Reduced Price Costs
- IV. Duration of Eligibility
- V. Equal Treatment
- VI. Nondiscrimination
- VII. Disclosure
- VIII. Verification
- IX. Appeal and Hearing Process
- X. Determining Officials
- XI. Confirming Official
- XII. Verifying Official
- XIII. Public Release – this must be modified and published to ensure that all households are aware that it is not necessary to complete a web-based or on-line meal application and that hard copy applications will always be accepted.
- XIV. Application Forms and Process
- XV. Collection and Accountability
- XVI. Revisions to Policies
- XVII. Procedures and Attachments
  - a. Meal Count and Collection
  - b. Forms and Letters Packet
  - c. Public Release
  - d. Child Nutrition Contact Information

The LEA has attached versions of the English and Spanish versions of the web-based or on-line Meal Application to be used for SY 2017-18.

Yes  Attached as provided in the Renewal Agreement and Policy Statement Packet for SY 2017-18.  
No  Attached copies of altered forms are submitted for Approval by the ADE CNU.

**Forms MUST be approved by ADE CNU prior to the use by the district for on-line publication.**

The LEA will check the boxes below to provide assurance that the LEA is in compliance with these requirements. Documents and technology requirements are required to be in place at all times. If the LEA assurance is reviewed for compliance by ADE CNU or any other USDA representative, state or federal government security representative and found out of compliance, the finding(s) will be grounds for immediate termination of the web-based or on-line application process. This will also result in an audit finding for the LEA.

A check  in the box indicates compliance with the USDA and State regulations based on the following assurances by the Local Education Agency also known as the School Food Authority (SFA).

1. School District/LEA has written policies and procedures that apply to on-line meal application process for federal meal benefits to ensure:
  - On-line documents are legally binding
  - Security issues surrounding student and parent confidentiality and data protection is provided,
  - Family Educational Rights and Privacy Act (FERPA) regulations are in compliance,
  - Personal Identifiable Information (PII), i.e. social security numbers, are protected at all levels,
  - Security issues regarding scanned documents/data storage according to state/federal requirements have been fully addressed,
  - Disposal of original documents containing FERPA and PII data will follow district policies and procedures.
  
2. Security and Disposal Plan for Online Documents  
 Yes  District has Written Plan for Security, Backup, and Disposal of Online Documents.  
 No  District **does not** have Written Plan for Security, Backup, and Disposal of Online Documents.
  
3. All On-line Meal Applications are retrievable by student school location and that printed hard copies of online applications will be available upon request by ADE CNU staff and any state or federal officials with access to these records.  
 Yes  No
  
4. Confirmation that **Level 2 Electronic Digital Signatures Authentication System** for

\_\_\_\_\_ District LEA # \_\_\_\_\_ meets all requirements specified by USDA, National Institute of Standards and Technology (NIST) Guidance, ADE CNU, the Arkansas Uniform Electronic Signatures Act, A.C.A. §25-31-101 et seq. and applicable Arkansas Division of Information Services State Security Guidance.

Confirmed by District Technology Coordinator

Confirmed by District Child Nutrition Director

Signed by Superintendent to attest to compliance with all requirements.

Name (print)	Name (print)	Name (print):
Original Signature:	Original Signature:	Original Signature:
Date:	Date:	Date:

Reviewed and Approved by ADE CNU Area Specialist

Approved by ADE CNU Director

Name (Print)
Original Signature:
Date:

<b>Suzanne Davidson</b>
Original Signature:
Date: